

IUPUI Staff Council (SC) Minutes

October 19, 2011 ~ Campus Center, Room 405 ~ 2:00 – 4:00 p.m.

Members and Guests Present: Maryanne Alyea, Marjorie Aprile, Alyce Archie, Pamela Baker, Bobby Bell, Nekoma Burcham, Lee Bernard, Vickie Bills, Virginia Blevins, Andrew Blomeke, Vicki Bonds, Jeremy Bowers, Susan Bradley, Susan Brewer, Bwana Brooks, Denise Brown, Regeania Brown, Emily Burke, Nathan Byrer, Cathie Carrigan, Becky Cass, Elizabeth Chaisson, Kristy Chapman, Gary Curto, George Davis, Aron DiBacco, Pinkie Evans, Mary Fisher, Margo Foreman, Avis Frieson, Roxana Fuentes, Alicia Gahimer, Cindy Gilbert, LaTasha Gilson, James Graber, Sarah Gries, Barb Hanes, Scott Harmon, Deanna Hart, Sue Herrell, Jana Hill, Edgar Holdaway, Patty Hollingsworth, Patti Holt, Rochelle Hudson, Margaret Hughes, Talena Huntsman, Rebecca Jacobs, Maureen Jayne, Pamela King, Jim Klenner, Karen Mitcham (for Stormy Thrasher), Tammy Leone, Lindsay Macy, Amy Maldi, Christophe Marchal, Cortnee Martin, Anthony Masseria, Catherine Matthews, Teresa McCurry, Kelly Miholic, Greg Mobley, Lindsey Mosier, Jennifer Paton, Darlene Pitman, Angela Reese, Ritha Ridgeway, Patrice Roulette Landis, Kathy Risacher, Colleen Rusnak, Meagan Senesac, Diana Sims-Harris, Michael Sprinkle, Chris Stines, Lee Stone, Bill Stuckey, Teresa Stukey, April Taylor, Becky Thacker, Sherrie Tucker, Lisa Tully, Vinny Vincent, Sara Vitaniemi, Jack Waggoner, Louise Watkins, Leslie Wilson, Debbie Wyeth, and Michael Yates

Agenda Item I: Welcome and Call to Order

IUPUI Staff Council President Sue Herrell called the meeting to order at 2:04 p.m.

Agenda Item II: Adoption of the Order of Business for the Day

The agenda was adopted as the Order for the Business of the Day.

Agenda Item III: [Action Item] Approval of the Minutes of the September 21, 2011, Meeting

Hearing no objections, the minutes of the September 21, 2011, SC meeting stood as written and were entered into record. (http://www.iupui.edu/~scouncil/documents/minutes/2011-2012/Minutes_SC_9-21-11.pdf)

Agenda Item IV: [Information Item] Service with Distinction (SwD)

Deb Dunbar, University Director, Organizational Development Services

Dunbar presented the following information:

- Phase One Units: Action Items: All finished with initial implementation. Example Action Items shared across multiple Phase One SwD units:
 - Integrate SwD into performance management process
 - Integrate SwD into interview and orientation processes with new employees
- Phase One groups are the Budget Office, Campus Center, Campus Center/Campus Facility Services, IUPUI Food Service, Honors College, School of Dentistry Clinics, and University Library.
- Phase Two groups will be: Adaptive Educational Services, CAPS, CFS Building Services, CFS Call Center, Dentistry Support Units for the Clinic and School, JagTag, Multicultural Success Center, PETM, Office of Equal Opportunity, The Solution Center – the Office of Research, and the Office of Scholarships.

Questions:

- How can we start the process? Dunbar said to contact her if your school/unit wants to get started through the process.

Agenda Item V: Report from Human Resources Administration (HRA)

Martha Bulluck, Interim Assistant Vice Chancellor for Human Resources

Bulluck reported on the following:

- HRA has relocated to Lockefield Village (980 Indiana Avenue, same telephone number).
- IUPUI HRA partners with University Human Resources. Susan Brewer will talk about open enrollment in this meeting and Patty Hollingsworth will address the health engagement program. Hollingsworth will talk about an intercampus challenge. Because you will want additional information regarding open enrollment, there will be eight satellite sessions for information faculty and staff can attend. The times and locations are on the HRA website. You will be able to ask questions at each of these locations and dates. She introduced Ritha Ridgeway, Alyce Archie, and Jenny Paton who will be at the sessions to answer questions.
- Health and Benefits Fair will be on October 28, 9a – 3p, CE 4th Floor. Health screenings can be taken as well as other workshops. More information can be found on the HR website.

A motion was made by Sue Herrell to allow non-members of the Staff Council to make comments or ask questions during the meeting to the presenters. The motion passed. All non-members will be able to participate in the discussions.

Agenda Item VI: [Information Item] Update on Super Bowl 2012

Mel Raines, Vice President of Operations and Government Relations

Raines gave an update on the Super Bowl preparations and responded to questions.

Questions:

- Will any of our parking spaces be taken over? Raines said they are not by the Super Bowl committee, but the university may take some.
- How many people are expected? Up to 150,000 people are able to attend the game, but many people in town will not attend, but are here for the experience.

Agenda Item VII: [Information Item] Benefits and Open Enrollment

Susan Brewer, University Director, Health Care and Welfare Program Services

Brewer gave the following information, and then took questions:

- Open Enrollment is about to begin and staff should have already received a communication from Vice President Neil Theobald about the increase in health care premium rates as well as the *Informed Employee* publication. The Open Enrollment booklets should be in mailboxes by the end of this week or the beginning of next week. The enrollment information can also be found on University Human Resources website.
- Information sessions on health care plans will be at the Employee Benefits and Health Fair on October 28.
- New Prescription Benefit Manager:
 - Effective January 1, 2012, Medco will replace Express Scripts and the IU Health Pharmacy network.
 - Most prescription refills will not need new prescriptions. Exceptions are controlled substances and IUHQ mail orders.
 - Formulary (preferred drugs) differ between PBMs.
 - Many copays are the same; some higher, some lower. You can find your medication tier on the Medco website.
- ID Cards

- There will be new ID cards for all medical plans and separate prescription ID cards for all plans.
- Nyhart will also issue a new debit cards. A card black-out will occur between December 26 and 31. E-mails will be sent to employees who still have a balance during that period.
- Background on Medical Costs:
 - Current fiscal year budget for health care is \$186.6M.
 - Includes a 6% increase over last year – an additional \$10.6M
 - Premiums in excess of the university's \$186.6M contribution is passed on to employees.
 - University contributions mean department contributions by payroll tax.
- Premiums
 - Based on salary bands
 - Premium tables grouped by coverage level for ease of comparison
 - Online tobacco-free affidavit reduces premiums (\$25 individual / \$50 employee and spouse)
 - Affidavit is located at the end of medical plan page in OneStart Open Enrollment.
- Choosing a Plan
 - All plans are comprehensive covering physicians, hospitals, mental health, prescriptions, home health and medical equipment, skilled nursing, transplants, etc.
 - All plans cover preventive at 100% (including annual routine and diabetic eye exam)
 - All have an out-of-pocket limit of annual financial liability
- Lowest cost plan is the HDHP and Health Savings Account (HSA)
 - Lowest premium – most often about half of other plan premiums
 - Unique savings account with triple tax savings
 - University HSA contribution covers the deductible (Deductible = \$1,200 individual / \$2,400 family – IU contribution = \$1,200 individual / \$2,400 family)
 - 20% copays after deductible
 - Prescriptions are subject to the deductible, but also subject to the out-of-pocket maximum
 - The university asks that employees put in \$300 a year.
 - The money not used in the savings account stays with you until you decide to use it. The savings needs to be used for medical, dental, or vision unless you want to pay a penalty to use it for something else. Some employees use the savings account for retirement medical expenses.
 - The deductible goes toward the out-of-pocket balance.

Questions:

- If you have a prior authorization on a drug now, will it transfer to Medco? During the first part of the year, you will be able to get your prescriptions without some authorization. People are advised that whenever there is a transition, they should get a refill by January 1 so that there isn't any stoppage during the transition.
- Will Medco replace the IU Health pharmacy for our use? Medco has some dependent and independent pharmacies. IU Health pharmacy is in the network. IU Health Quality Health Network has some restricted pharmacies and benefits.
- Walgreens said they would no longer be able to fill prescriptions, but the paperwork we received said they could. Brewer said Medco will continue to have Walgreens in their network, so it should not be an issue of them being in or out of the network.
- Why is there a no deductible plan this year like in the past? The Blue Access plan was very expensive and the Board of Trustees did not want to continue the no deductible for this year.
- There are some employees who have not gotten any information from the campus; why? Brewer said they use the IUIE system, so it may be that their address is listed wrong in the system.

Agenda Item VIII: [Information Item] Health Engagement Program

Patty Hollingsworth, Director of Employee Health Engagement

PowerPoint: http://www.iupui.edu/~scouncil/documents/pps/hollingsworth_10-4-11.pdf

Hollingsworth presented the information in the PowerPoint. A question was asked about whether the program was the same thing as the President's Challenge on Physical Fitness? Hollingsworth responded affirmatively.

Agenda Item IX: Report from the Chancellor's Academic Liaison and from the 2012 Reaccreditation Committee

Mary Fisher, Associate Vice Chancellor for Academic Affairs

Fisher gave the following information:

- The campus is continuing to work on reaccreditation. The writing team is working on the self-study. The visit is scheduled for November 2012, but the written report is due in May.
- There are so many things the campus does well, so the report is looking good. Good examples will be given for the things we do well. When there are things we can do better, we will highlight those areas as well. It becomes more apparent what we are doing well and those that we need to do better in the future.
- If we are not 100% in compliance, we need to provide evidence that we are working to get to 100%.
- Accreditation will either be given for ten years, or they may choose to come back to look at items that were troublesome. The campus has never had to do the latter.
- The Academic Plan work is to continue increasing enrollment in the summer. The campus is tight on space, and if we can shift some courses to summer when capacity is easier, we will work to do that. We have satellite facilities in Park 100 and the Greenwood Center. Park 100 is full for the spring, but Greenwood is not.
- There will be a new lab and research classroom being built by the School of Science in the spring. Wishard expansion also continues and each of these projects takes parking or space away during construction.
- The biggest time we lose students is between their freshmen and sophomore years. Studies show that if they are engaged in the summer, they tend to come back to school in the fall.
- IUPUI received more money from the state because we were able to retain more students. We hope this continues in the years to come.

Agenda Item X: Standing and Ad Hoc Committee Reports

- Bylaws: The committee continues to work to revise Article III, Section D.2. Election Results. They are specifically working on the revision in the event of a tie when a vacancy occurs within a unit after a regularly held election. They are also revising Article VI, Meetings, Section A. Regularly Scheduled Meetings. It has been determined that we should revise this Article so that the Staff Council will meet year-round. They hope to have something to present to at the November meeting, with voting to approve the revisions in December.
- Communications: Senesac said the committee has been continuing to post ads in different newsletters for this year's Fine Arts and Craft Fair. Additionally, they posted news on various sites for the Blood Drive.
- Diversity: No report.
- Faculty Relations: Stone report that the Faculty Relations Committee held its inaugural meeting on Friday, September 30, 2011. The committee members are: Lee Stone-Chair, Troy Barnes, Cathie Carrigan, Margo Foreman, Kathy Risacher, Candice Smith and Heather Staggs. Items covered are:

- Focus on creating a handbook on how to deal with staff members to improve the faculty/staff relationship.
- Focus on increasing professional development opportunities and exploring opportunities for employee grants such as the Fulbright Scholarship.
- Work with the Faculty Council to review university policies that are ineffective as well as review and discuss the benchmarking results and objectives.
- Improve the communication between Bloomington and IUPUI on policies and mandates that affect the IUPUI faculty and staff.
- Work jointly with the Faculty Council on a plan to ensure IUPUI's voice is heard on such decisions.

The committee members were charged with listening to the recording of the most current Board of Trustees meeting. They will meet again on Monday, October 31, at 10:00 a.m. The location is yet to be decided.

- Fine Arts and Crafts Fair: Curto said the committee desperately needs volunteers to help for the fair. McCurry said advertising has gone out and vendors are still calling to be a part of the fair.
- Membership: The following unit reps have either resigned from the council, retired after appointment on the council, or accepted appointment in another school/unit on campus:
 - Stella Anderson – Academic Support – replaced by Tho Le.
 - Pamela Baker – Academic Support – replaced by Erin Glueckert
 - Tina Vandembark – Dentistry – replaced by Tim Centers
 - Jane Goergen – Executive Management – replaced by Ed Holdaway
 - Thomas Lerdal – Informatics – replaced by Teresa Stukey
 - Camilla Butcher – Liberal Arts – replaced by Louise Watkins
 - Eric Schmidt – Medicine – replaced by Andrew Blomeke
 - Jeri Lynn Steward – Medicine – replaced by Peggy Hannah
 - Pamela Wise – Medicine – replaced by Rochelle Hudson
 - Michael Ney – Medicine – replaced by Becky Jacobs
 - Vicki Slunaker – Medicine – replaced by Lyndy Kouns
 - Janice Walls – Medicine – replaced by Elleen Laughlin
 - Christian Beard – Medicine – replaced by Emily Burke
 - Shelley Tyler – Medicine – replaced by Sharon Henson
 - Christopher Paynter – Medicine – replacement procedure in progress
 - Tonya Shelton – Medicine – replacement procedure in progress
 - Jenny Parliament – Nursing – replaced by Nikki Benbow
 - Patti Holt – Science – An election process is taking place in the school. Nominations are being accepted for the position until October 28. Patti still holds a position on the Executive Committee.
- Rewards and Recognition: Klenner will post a written report on Oncourse.
- Special Events: Chapman will post a written report on Oncourse, but there is a blood drive on October 28 at the Employee Health and Benefits Fair. She needs volunteers to work the blood drive tables as well.
- Staff Affairs: No report.

Agenda Item XI: Call for Additional Reports from Standing or University Committees

- Campus Center Advisory Board: Senesac is working with Dan Maxwell to have a lactation station for staff as well as a family restroom in the building. Bell said the theatre level now has funding for the theatre and practice space and it is hoped to have it running in the fall. The multipurpose room floor is popping due to spills and will be coming up in summer 2012 to make the repairs.

- Resource Planning Committee: Evans said the committee is focusing on student housing. They are also talking about a classroom building on campus.
- Task Force on IUPUI Health and Wellness: Herrell said the students would like to have on facility to have health and wellness facilities in one building. They are looking to do that on this campus. Students are doing petitions and having discussions with administration and the councils. They would like to have a representative from the SC on the committee. If you would like to serve, please let Herrell know. The first meeting is November 30, 11-12:00, AO 103. Dr. Zeb Davenport will be there to explain the process of the feasibility study and next steps.

Agenda Item XII: Old Business

No business.

Agenda Item XIII: New Business

- Stone said the SC is working with the IFC to have a meeting with Vice President Neil Theobald on the increase in health care premiums. The council is keeping a file on all the concerns stated. The meeting is a joint Faculty and Staff Council meeting on October 25, from 11-1 p.m. The officers of the council will meet on October 21 to discuss how to conduct the meeting. All members are invited.
- The Annual Report for 2010-2011 is in its final stages. The deadline for feedback is October 20. Once the report is finished, it will be submitted to administration.
- Herrell is working on a chairs orientation during the next two or three weeks.

Agenda Item XIV: Adjournment

The next meeting is November 16, 2011, 2:00 – 4:00 p.m., in the University Library Lilly Auditorium. With no further business appearing, President Herrell adjourned the meeting at 4:00 p.m.

Minutes prepared by Staff Council Coordinator, Karen Lee
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